Defense Travel Management Office

Welcome to
P300
Travel Policy Compliance Tool Administration

Class Overview

Topic: Travel Policy Compliance Tool Administration

Target Audience: Compliance Tool Administrators (CTAs)

Time: 60 minutes

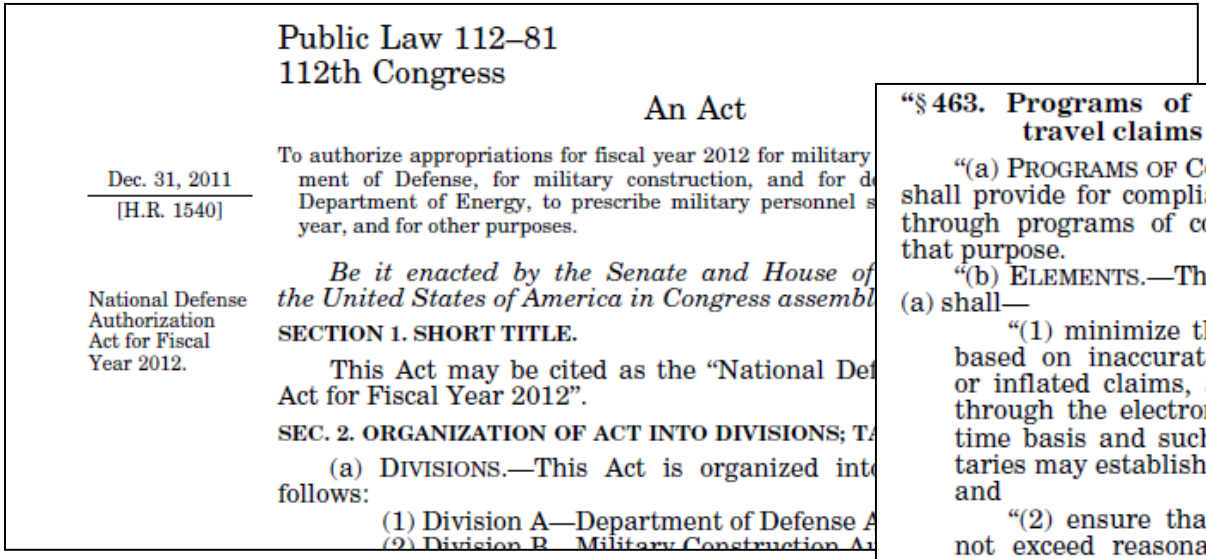
Pre-Requisites: None

Training Objectives

- Travel Policy Compliance Program Background
- Functionality of Compliance Tool (CT)
- Role of Compliance Tool Administrator (CTA)

Compliance Program Background

- Mandated by:
  - National Defense Authorization Act (NDAA) for Fiscal Year 2012
  - Office of the Under Secretary of Defense (Comptroller)



Public Law 112–81
112th Congress

An Act

To authorize appropriations for fiscal year 2012 for military
ment of Defense, for military construction, and for d
Department of Energy, to prescribe military personnel s
year, and for other purposes.

Dec. 31, 2011
[H.R. 1540]

Be it enacted by the Senate and House of
the United States of America in Congress assembl

National Defense Authorization Act for Fiscal Year 2012.

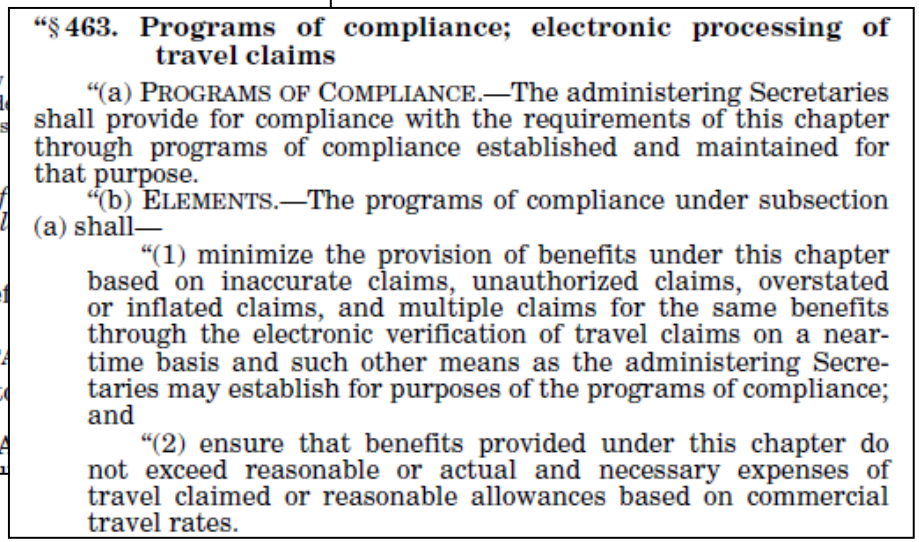
SECTION 1. SHORT TITLE.

This Act may be cited as the "National Def
Act for Fiscal Year 2012".

SEC. 2. ORGANIZATION OF ACT INTO DIVISIONS; TA

(a) DIVISIONS.—This Act is organized int
follows:

(1) Division A—Department of Defense A
(2) Division B—Military Construction A



"§ 463. Programs of compliance; electronic processing of travel claims

"(a) PROGRAMS OF COMPLIANCE.—The administering Secretaries shall provide for compliance with the requirements of this chapter through programs of compliance established and maintained for that purpose.

"(b) ELEMENTS.—The programs of compliance under subsection (a) shall—

"(1) minimize the provision of benefits under this chapter based on inaccurate claims, unauthorized claims, overstated or inflated claims, and multiple claims for the same benefits through the electronic verification of travel claims on a near-time basis and such other means as the administering Secretaries may establish for purposes of the programs of compliance; and

"(2) ensure that benefits provided under this chapter do not exceed reasonable or actual and necessary expenses of travel claimed or reasonable allowances based on commercial travel rates.

Compliance Tool

- Compliance Tool scans DTS vouchers for adherence to specific policy items

For a full listing of policy items, see "Travel Policy Compliance Tool Information Paper"

(Available on DTMO website & in Travel Explorer)

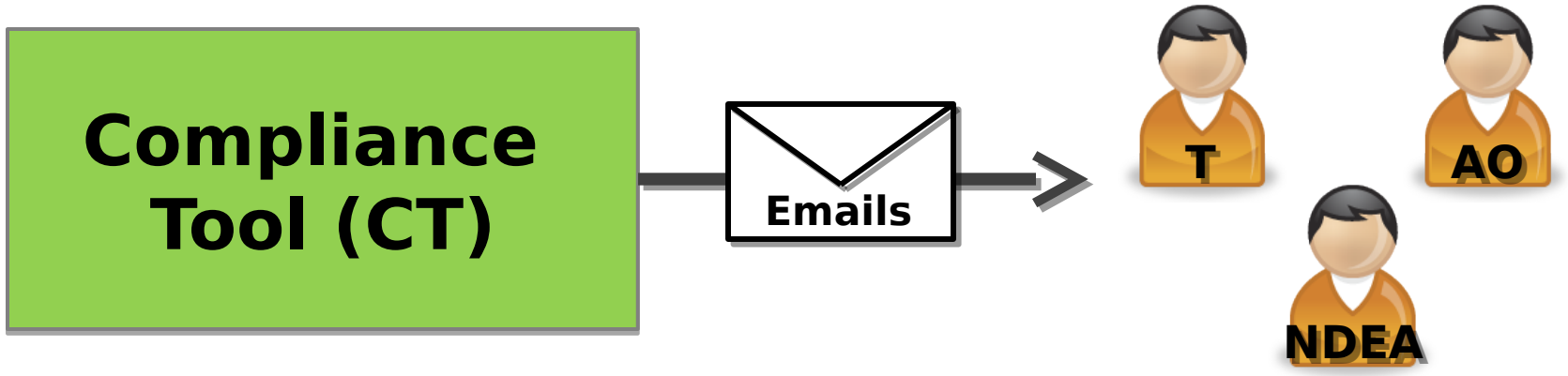
- Identifies vouchers:
  - For organizations participating in pilot launch (regardless of cost of errors)
  - With error costs totaling $100 or more

How the Compliance Tool Works

Compliance Tool (CT)

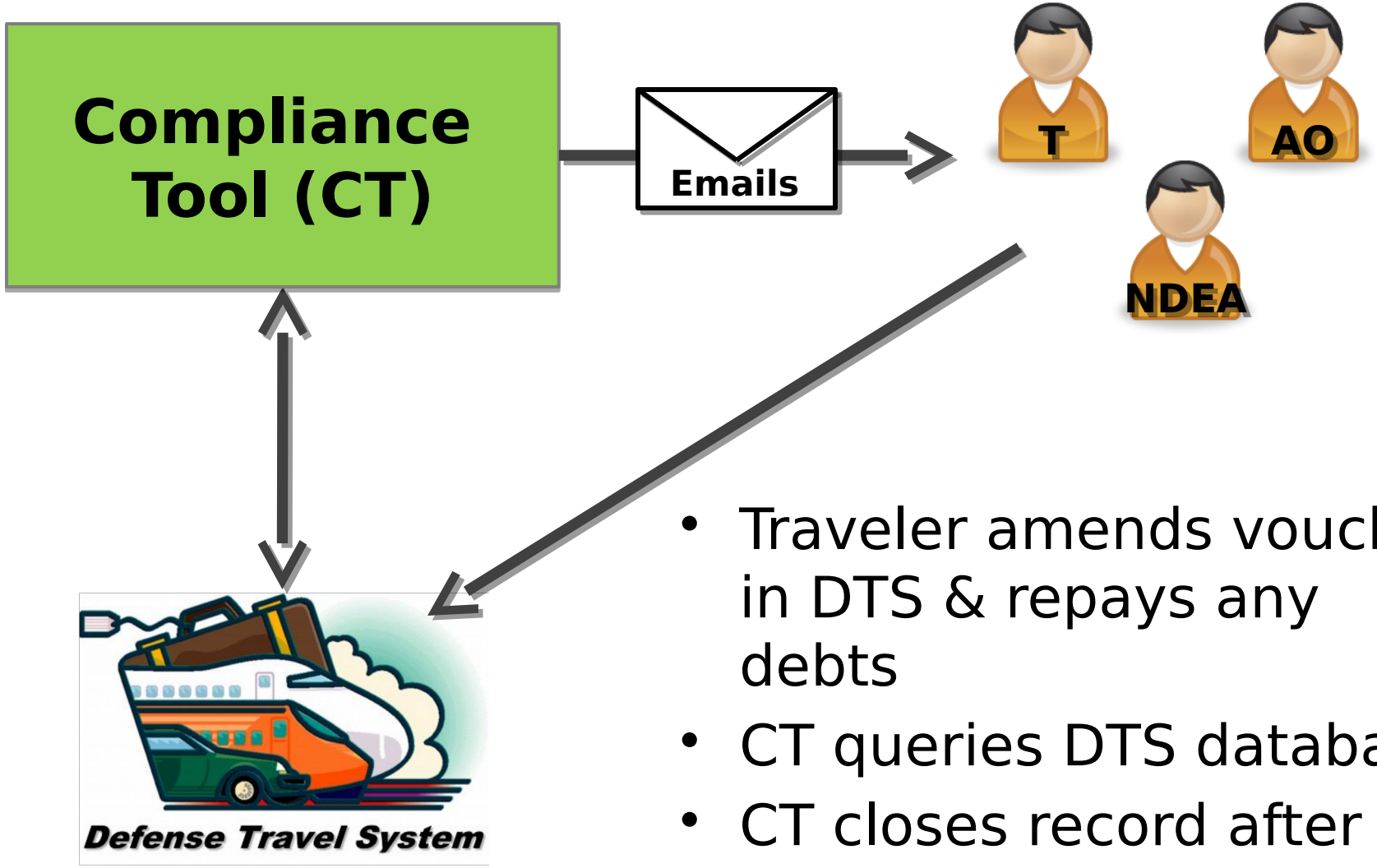
- CT queries DTS for vouchers containing policy violations (errors)
- CT creates a record
  - One voucher to one record
  - One record may contain multiple errors
  - Records classified by DTS organization

How the Compliance Tool Works



- When CT creates a record, it sends an email to:
  - Traveler
  - Authorizing Official (AO)
  - Non-DTS Entry Agent (NDEA) – if applicable
- Records not corrected receive reminder emails from CT

How the Compliance Tool Works



- Traveler amends voucher in DTS & repays any debts
- CT queries DTS database
- CT closes record after all errors on voucher have been corrected

Questions?

Role of CTA

- Reviews records / errors for organization
  - Includes any sub-organizations
- Ensures errors are corrected in DTS
- Runs reports from CT
- Grants CT access to others
- Other responsibilities, per local business rules

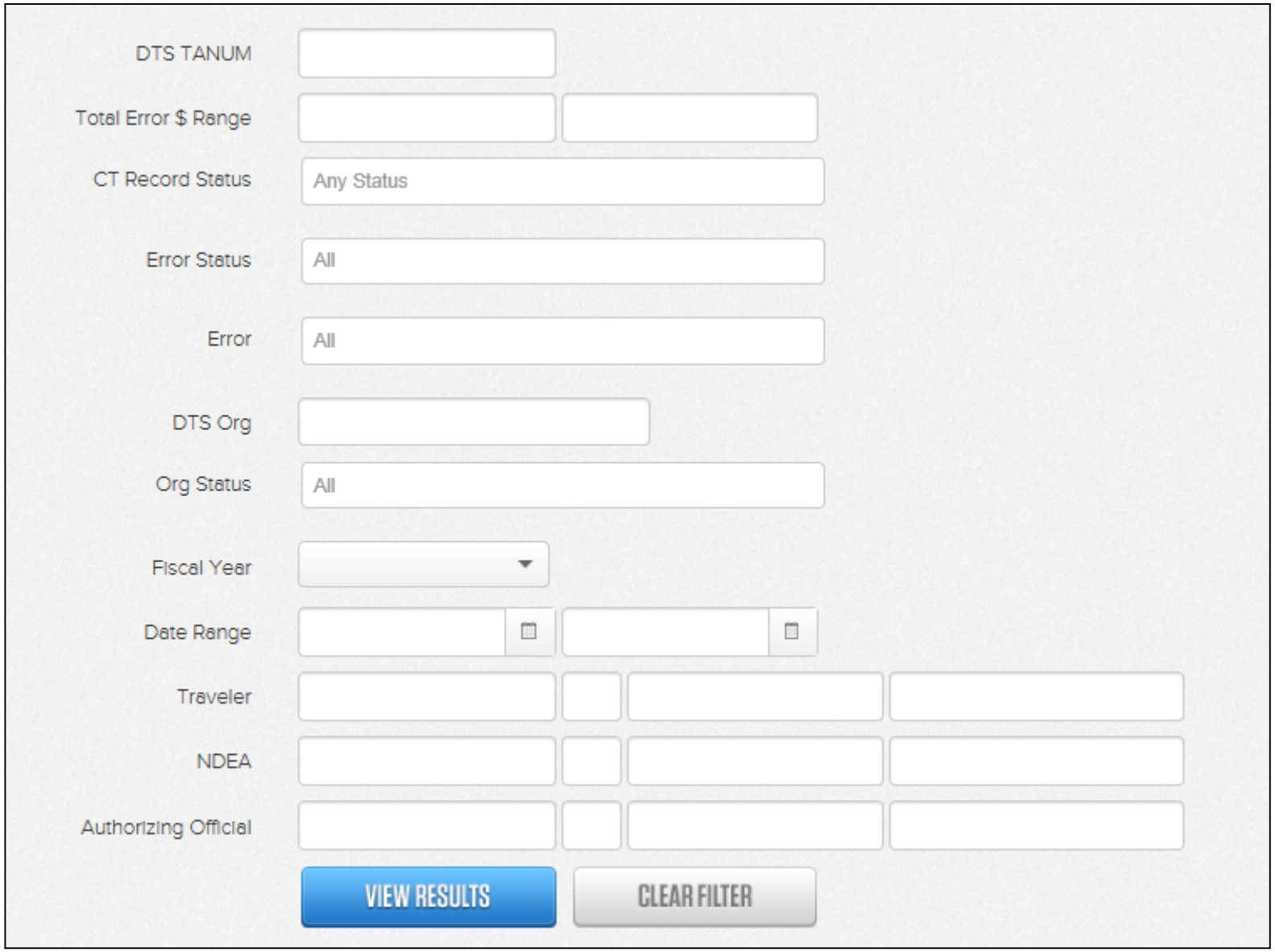
Component-specific Procedures

- Check with your leadership regarding:
  - Required frequency of accessing the CT
  - Timeframe for travelers to resolve errors
  - Administrative actions against a traveler / AO that has not corrected an error
  - Reporting requirements
  - Requirements before granting access to a new CTA

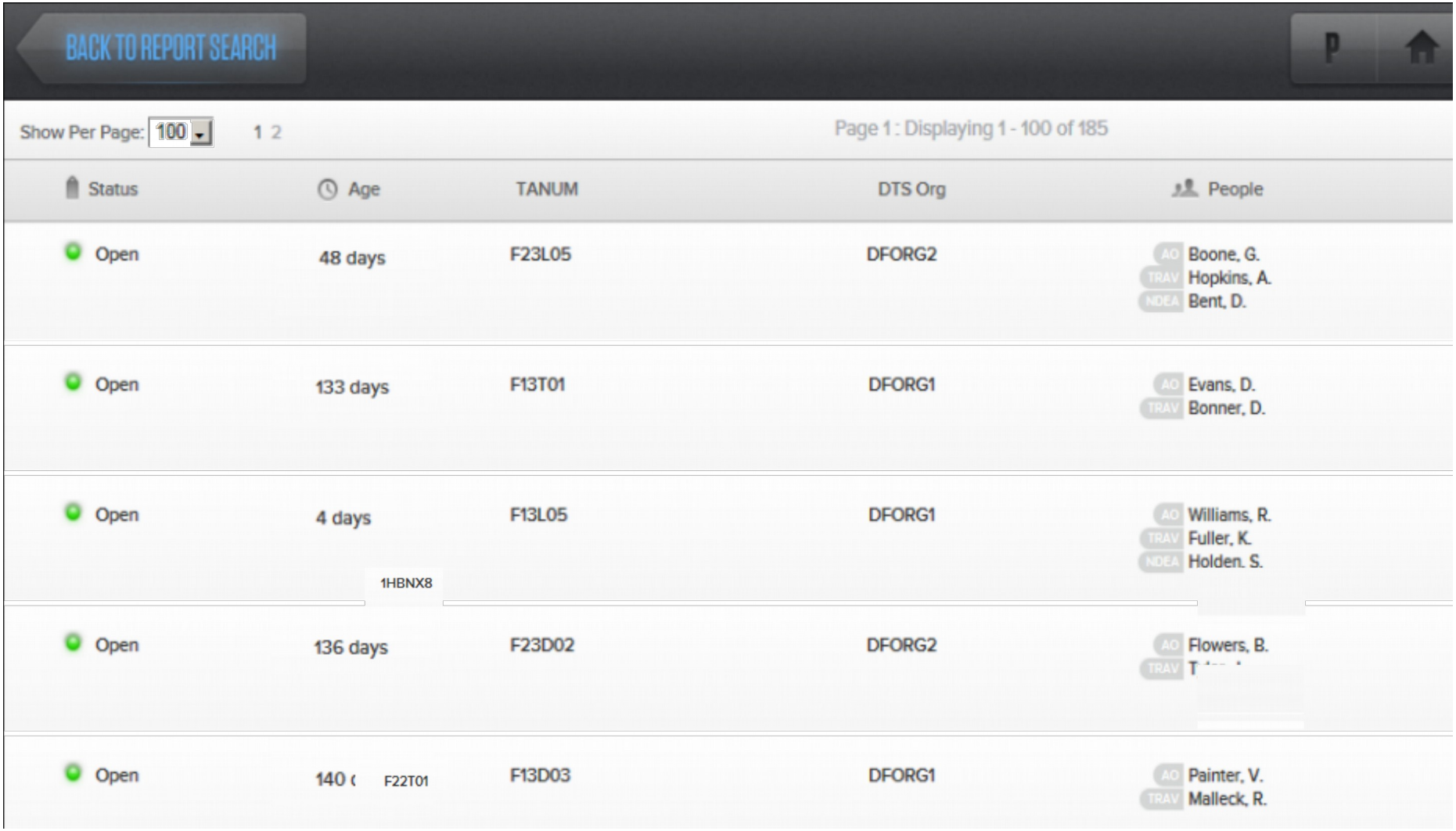
Accessing the Compliance Tool

Compliance Tool Homepage

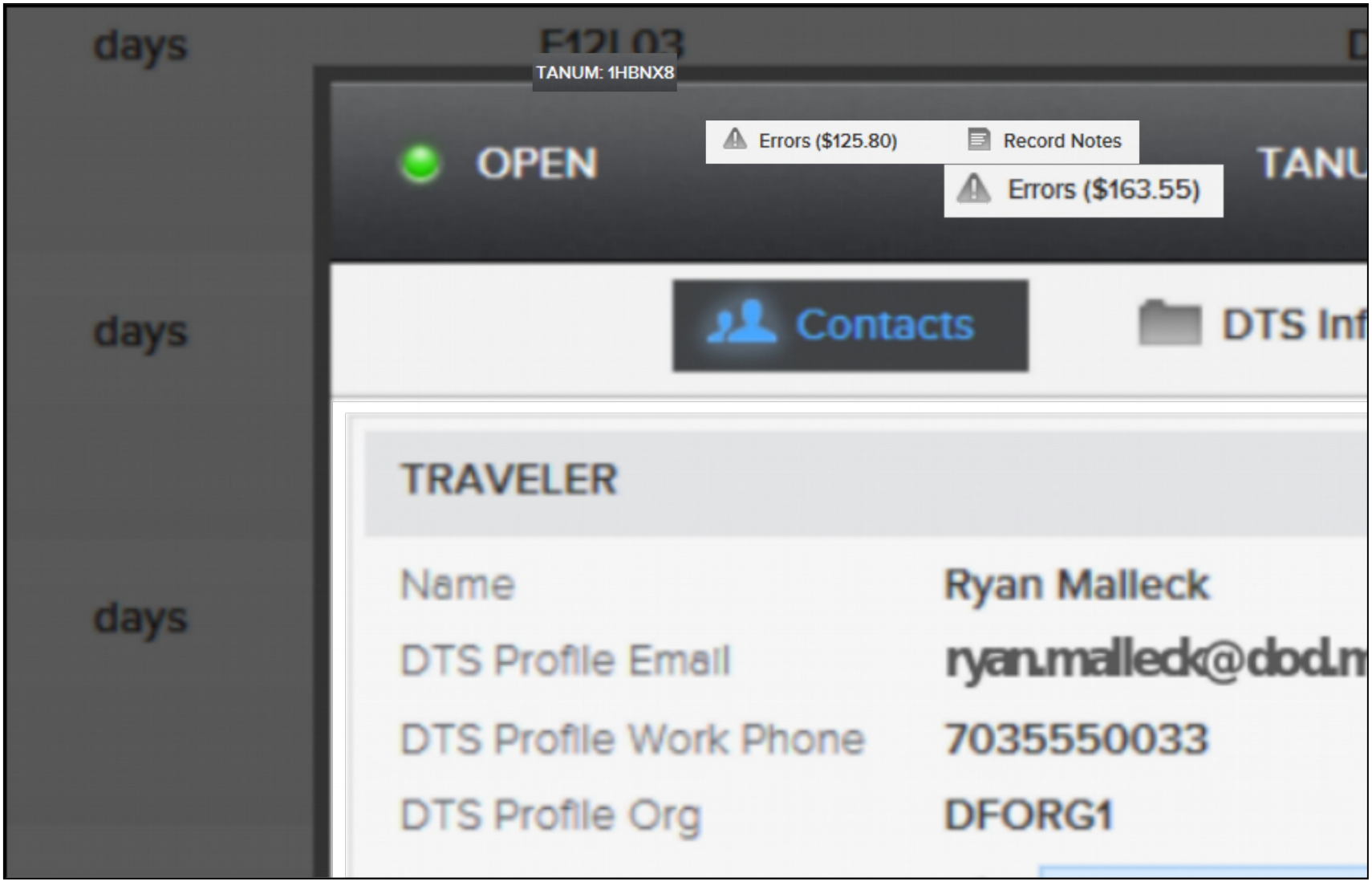
Generate Reports



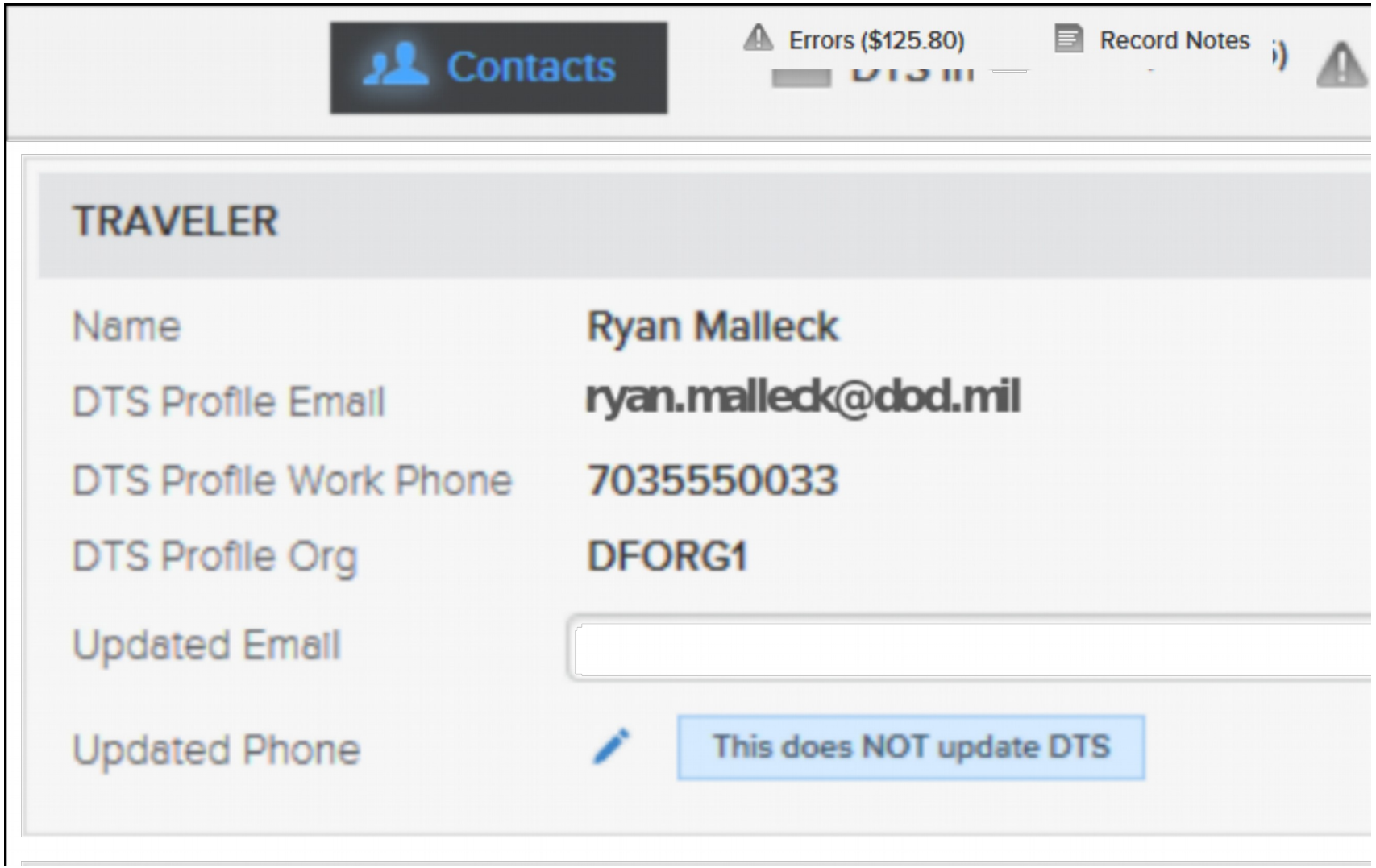
Generate Reports – Search Results



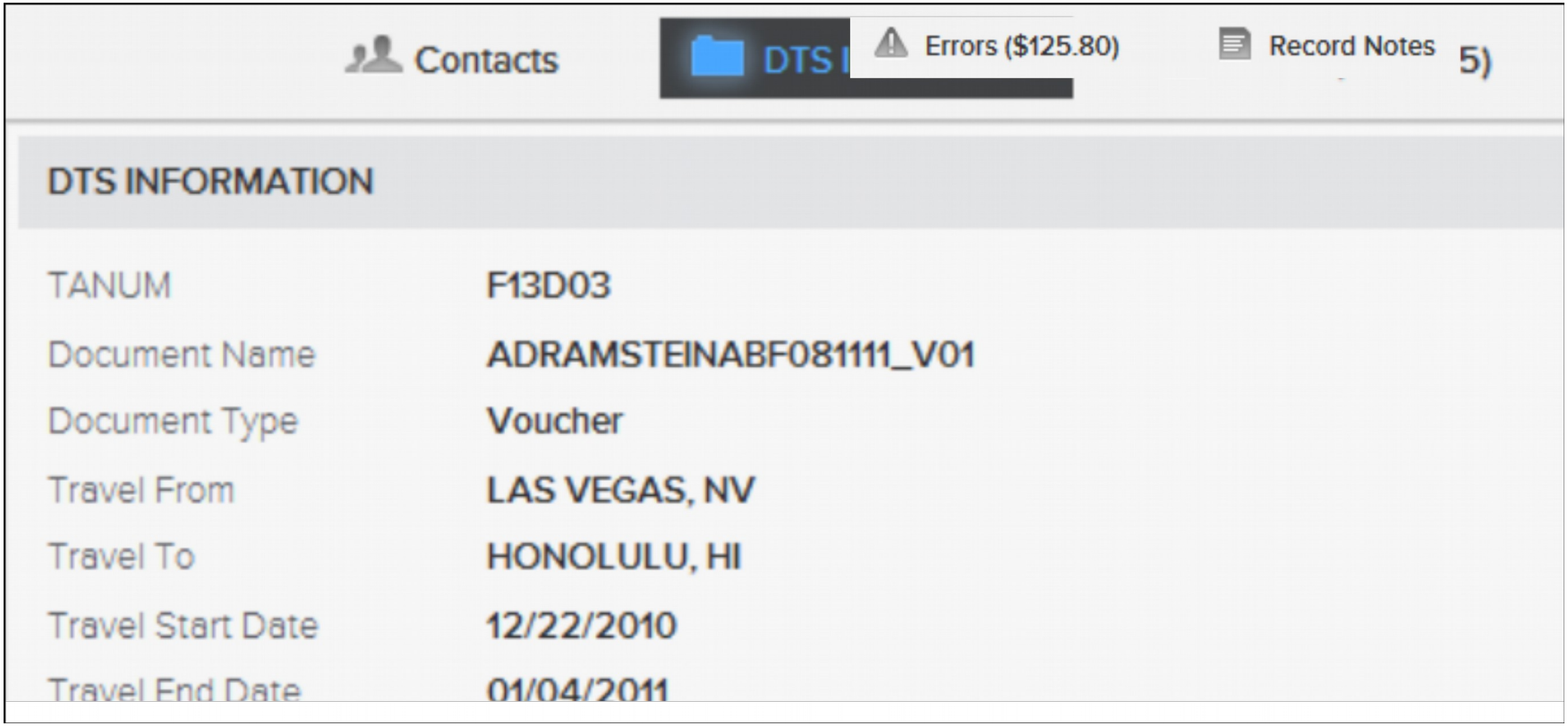
Record Details



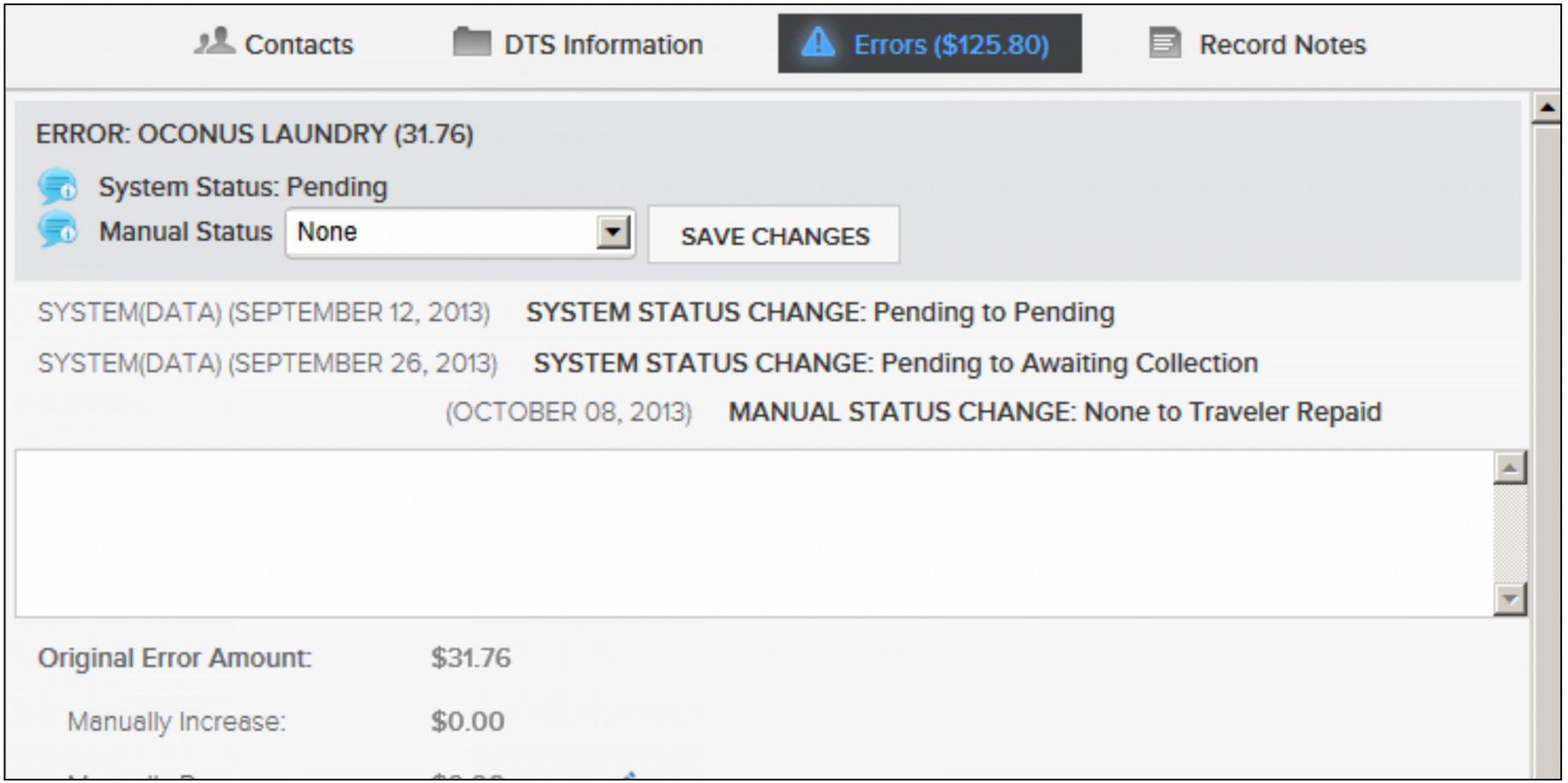
Contacts


Contacts
Errors ($125.80)
Record Notes
TRAVELER
Name
Ryan Malleck
DTS Profile Email
ryan.malleck@dod.mil
DTS Profile Work Phone
7035550033
DTS Profile Org
DFORG1
Updated Email
Updated Phone
This does NOT update DTS

DTS Information



Errors – Top Portion of Screen



Error Statuses

Error Status	Explanation
Pending	Amended voucher has not been approved
Awaiting Collection	Traveler is in debt process
Partially Collected	AOC received in DTS, but not total amount in CT record
Collected	AOC received in DTS and total cost of debt satisfied
Corrected	Voucher has been amended and no repayment needed
Waiver/Appeal Requested	Waiver/Appeal requested as part of traveler's due process
Waiver/Appeal Granted	Waiver/Appeal granted as part of traveler's due process
Out of Service	Traveler has left the government and debt is ≤ $225.00
Administrative Error	Item incorrectly entered on voucher; no action required
$10 or Less	Total cost of error(s) on record is ≤ $10.00; no action required
AO Repaid*	AO paid debt, but no AOC received in DTS
Traveler Repaid*	Traveler repaid debt, but no AOC received in DTS
On Hold*	Further research is required
No Error*	Traveler disputed error and error is vacated

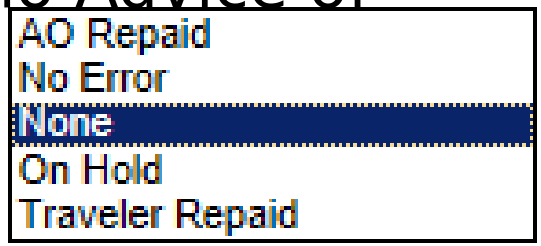
*Statuses manually applied by CTA

Administrative Error / $10.00 or Less

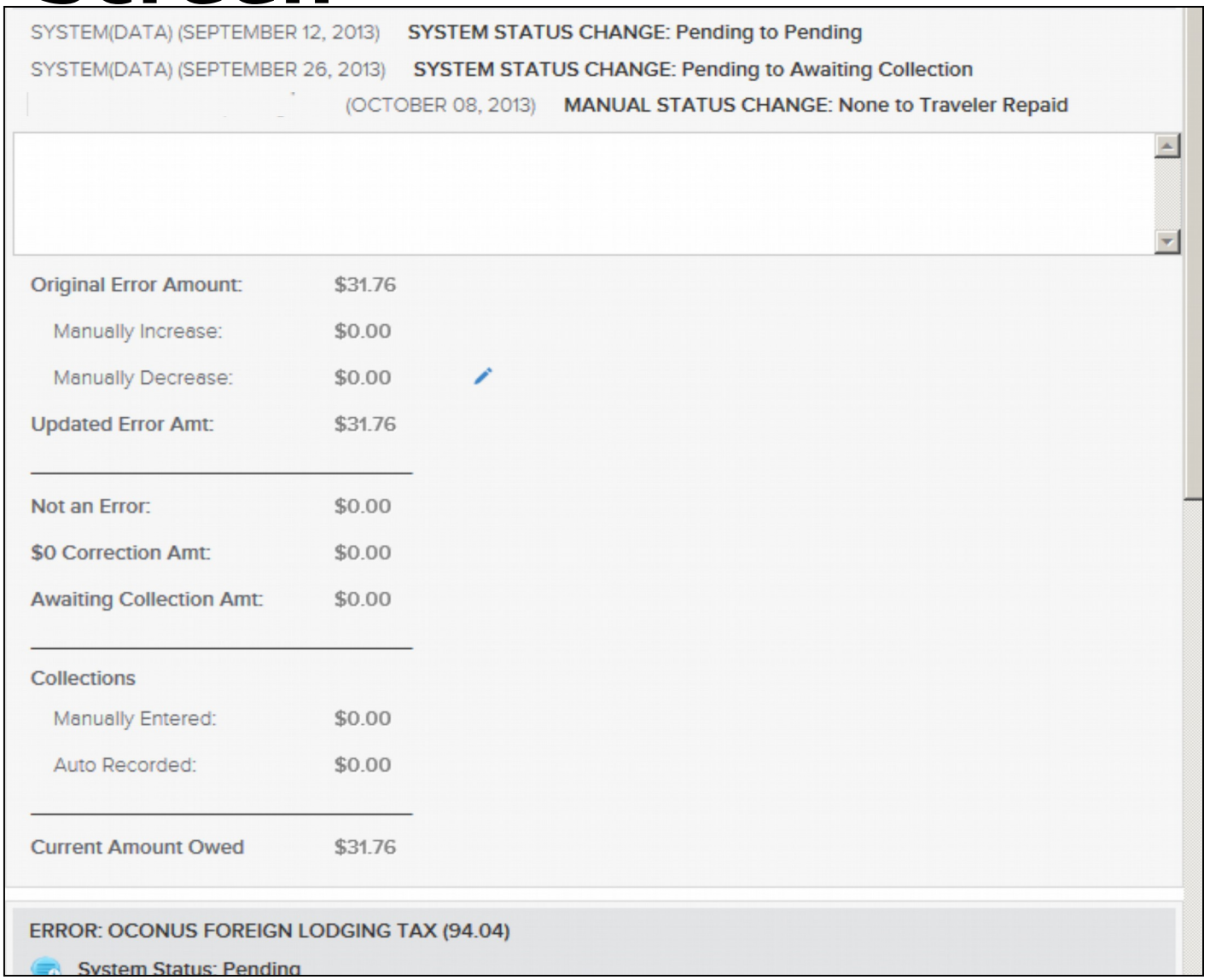
- Compliance Tool automatically:
  - Creates a record
  - Sends an email to the traveler / AO / NDEA
  - Closes the record
- No action required by:
  - Traveler
  - AO
  - NDEA (if applicable)
  - Compliance Tool Administrator
    - Record remains on Compliance Tool reports

Manual Statuses

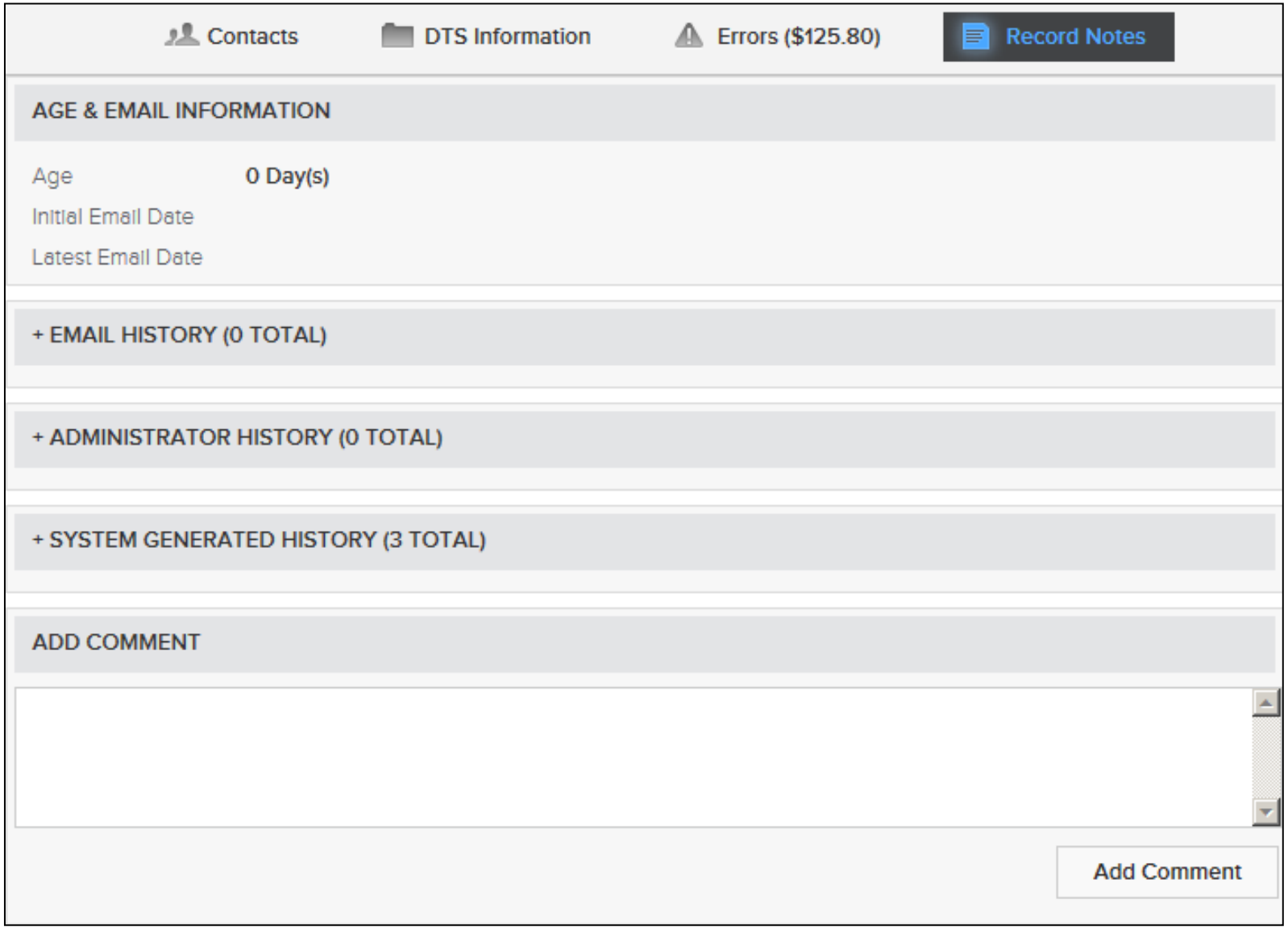
- AO Repaid
  - AO accepted pecuniary liability and repaid debt
- No Error
  - Result of traveler disputing the error
  - Follow local business rules on dispute process
- On Hold
  - Stops reminder emails while CTA conducts research
- Traveler Repaid
  - Traveler amended voucher, but no Advice of Collection received by DTS



Errors – Bottom Portion of Screen



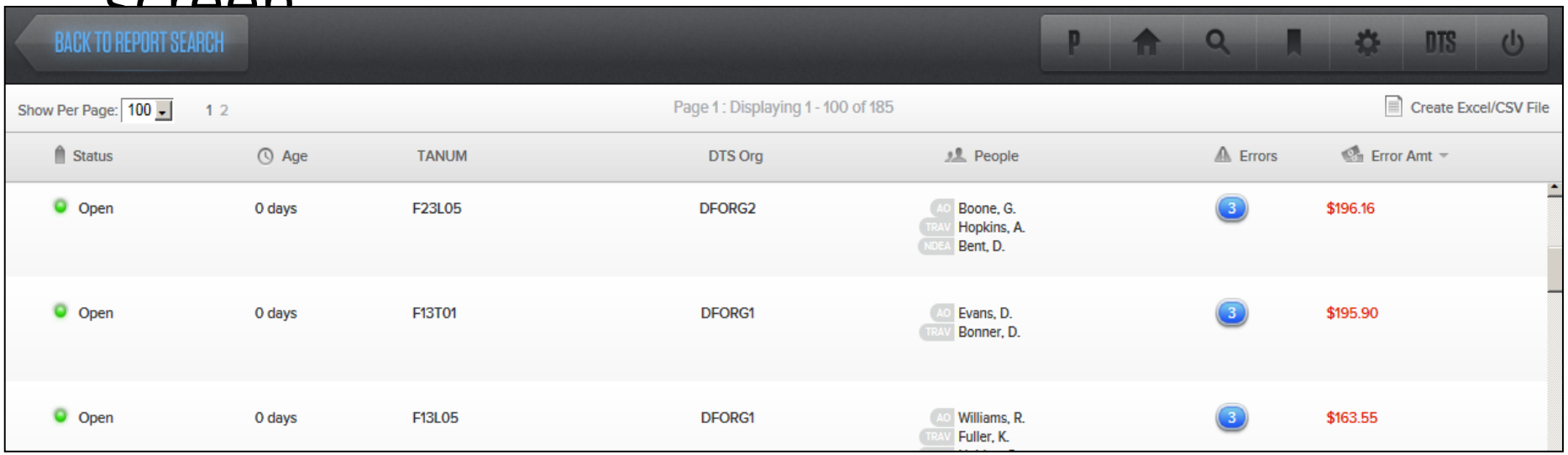
Record Notes



Questions?

CT Report

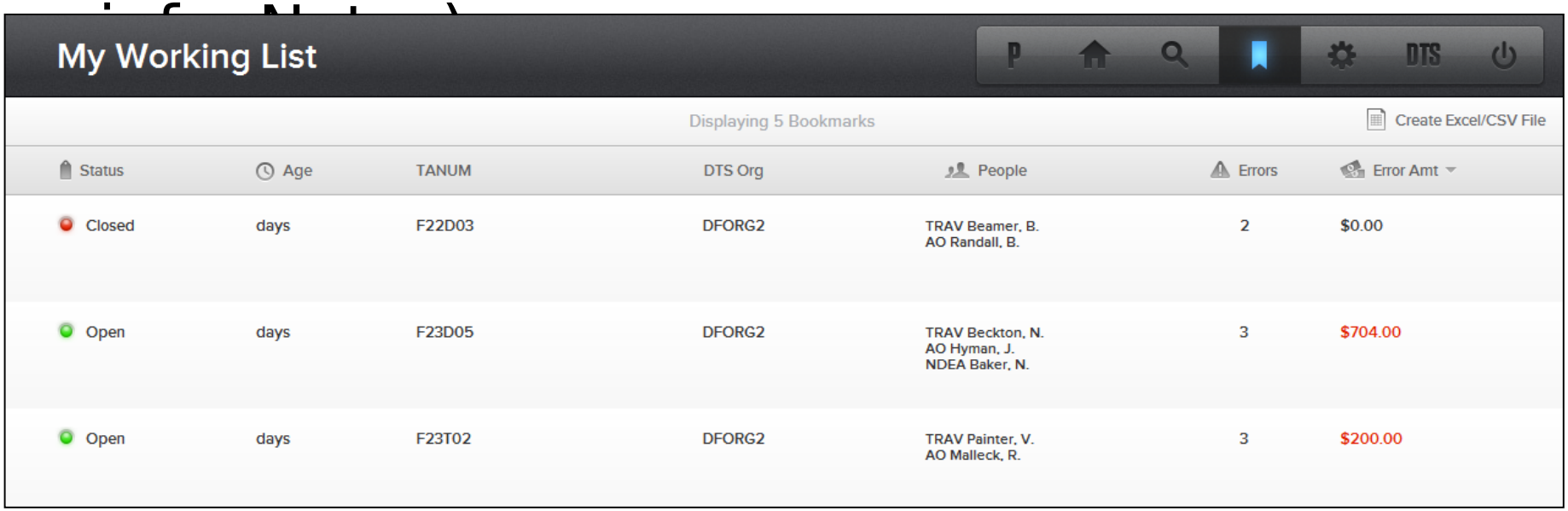
- Identify search criteria on Generate Reports screen



- CT exports data into Microsoft Excel / CSV file
- Report contains every item from CT record

My Working List

- Helps locate records that require more attention
- Selecting a record provides same functionality as Generate Reports (e.g., DTS

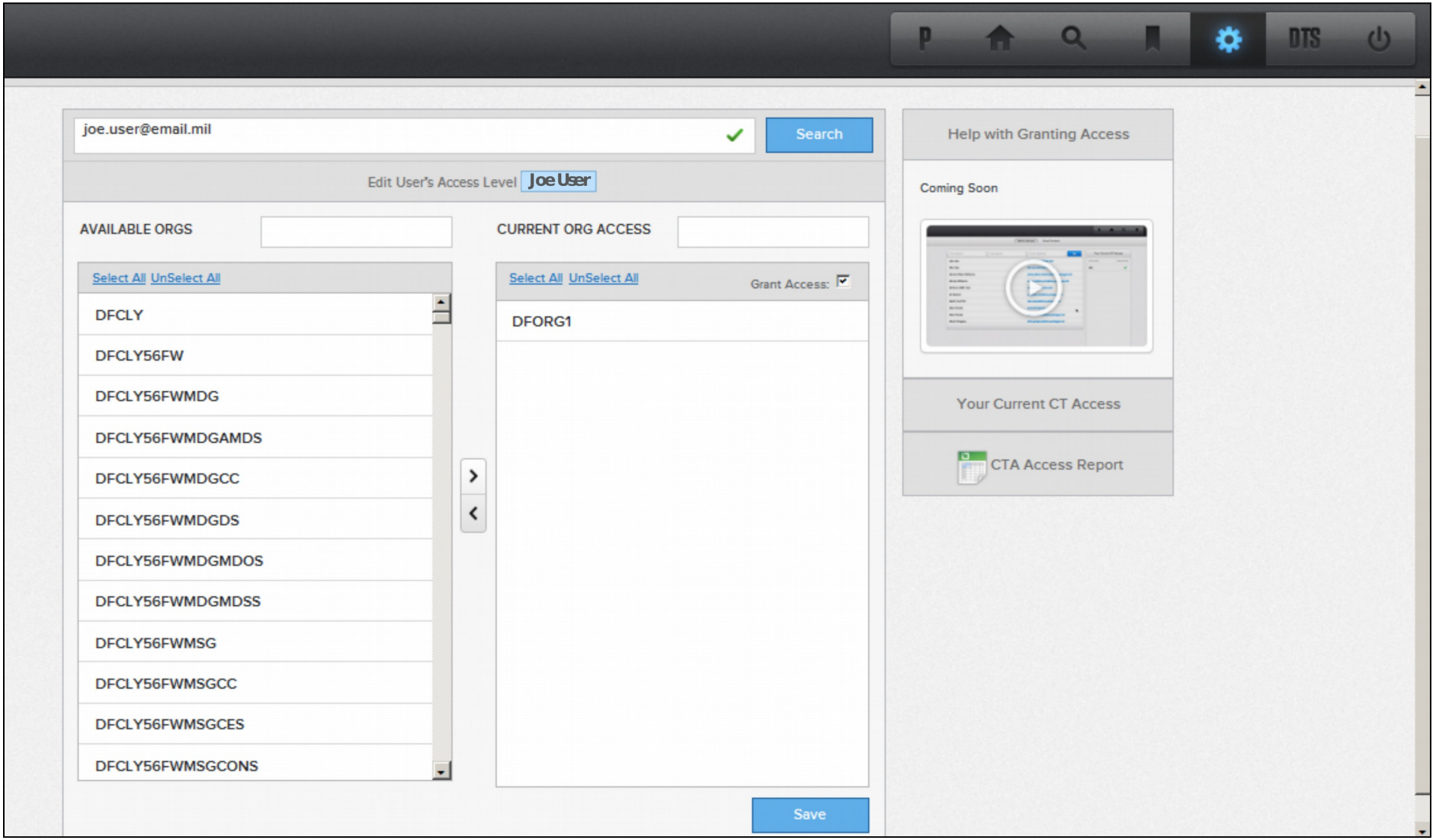


Admin Access – Overview

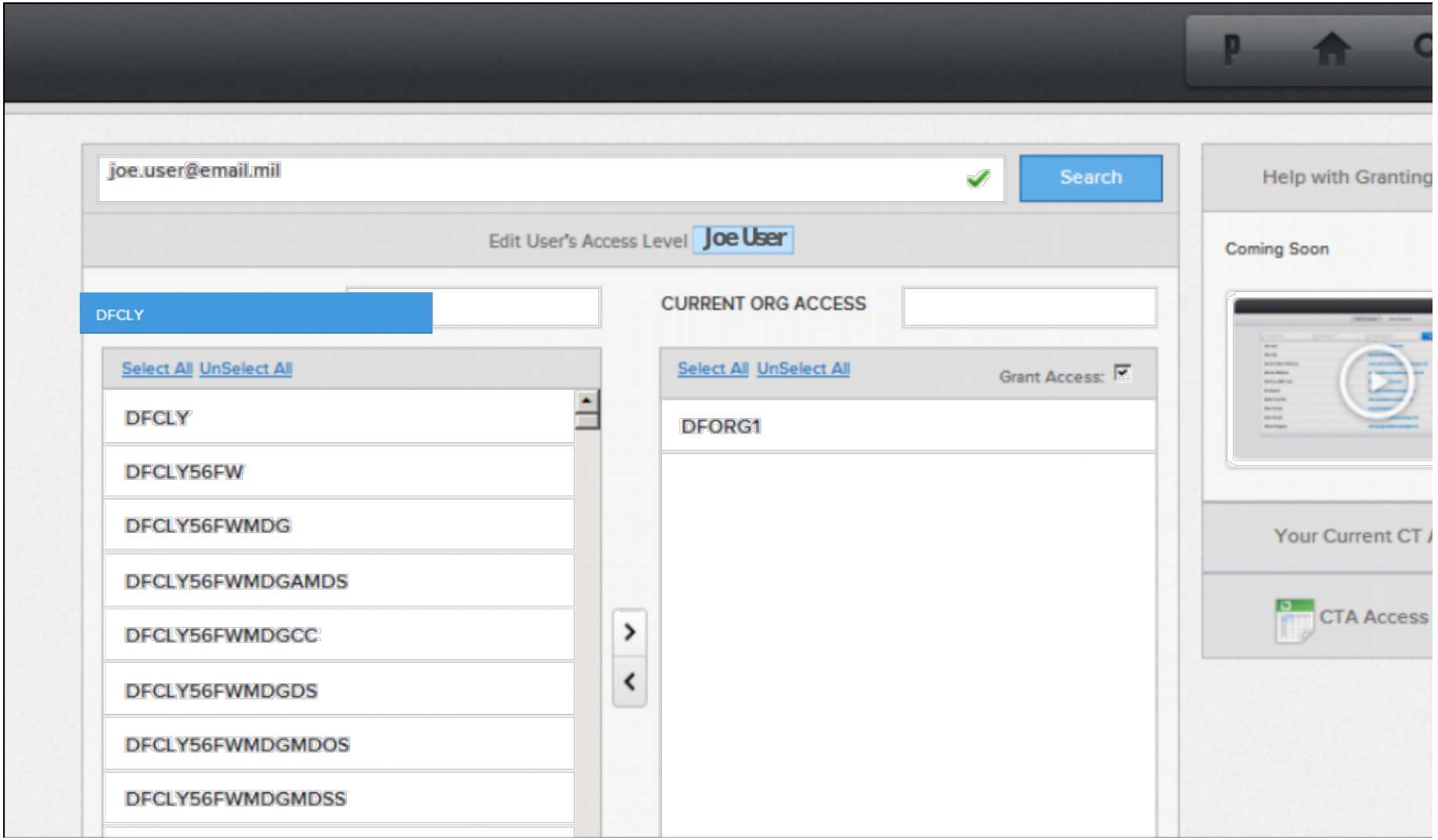
Follow your local procedures about granting access

- Records tied to a DTS organization
  - CT access includes access to any suborg records
- CT access independent of DTS org access
  - E.g., DTA that has DTS org access to DD14 not automatically given access to DD14's CT records
- Two types of CTA access:
  - Granting privileges for one or more orgs
  - No granting privileges

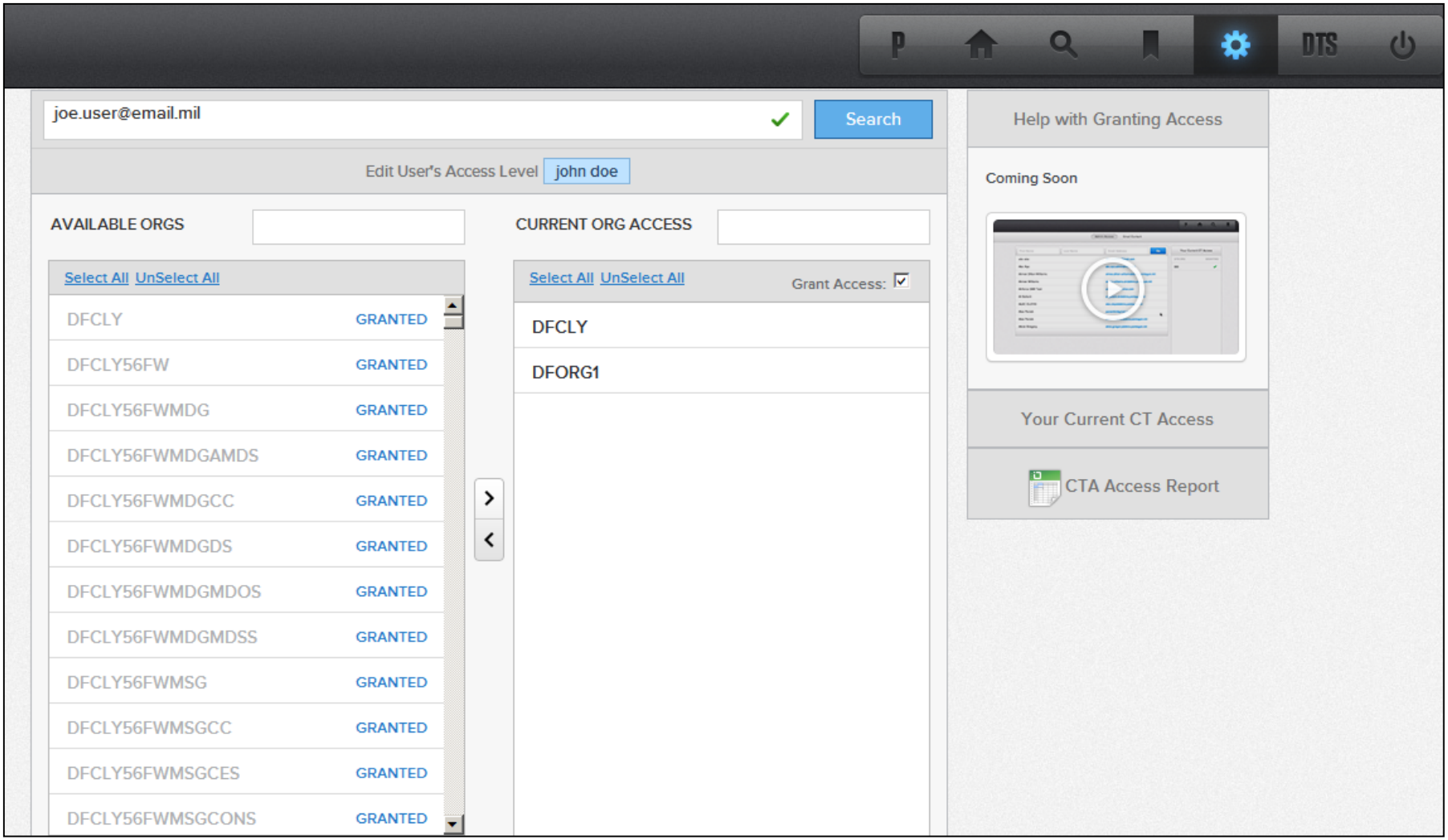
Layout of Admin Access Page



Granting Access



Granting Access



Class Summary

- Travel Policy Compliance Program is mandated by Congress & OUSD (Comptroller)
- Compliance Tool will:
  - Identify any vouchers with potential errors
  - Create a record to outline any errors
  - Notify traveler via email to amend voucher
  - Update the record based on actions taken in DTS
- CTAs should:
  - Consult their Component policy on CT usage
  - Ensure that errors are corrected in a timely manner

Additional Resources

- Distance Learning webinars
  - T-225 – Itinerary Changes / Trip Cancellation in DTS
  - P-115 – Travel Policy while TDY
- Web-based training modules
  - Itinerary Adjustments
  - Travel Policies
- Document Processing Manual
  - Chapter 7.3 – Amending a Voucher
- Travel Policy Compliance Tool Information Paper
  - Identifies latest Compliance Tool queries